

04/11/77

Procurement Office Directive No. 15/1

SUBJECT: Procedure for Building Supply Officer

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Procurement Office Directive No. 15, dated 13 April 1951, is amended as follows:

1. Paragraph 2 n is rescinded and the following text substituted:

"2.n. Receives and coordinates with Administrative Services all requests for building and/or equipment repairs and maintenance service. This will include installation of fans, air conditioners, electric outlets, light fixtures, etc."

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2. Paragraph 2 o is added as follows:

"2.o. Receives and coordinates with Administrative Services requests for all moves involving office equipment, telephones, buzzer systems, and partitions. Requests for changes in telephone service or buzzer systems should be accompanied by sketches indicating telephone extensions, buzzers, room numbers, and any other pertinent information required."

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Chief of Procurement

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cc: AVE Chrono  
Advisor for Management  
BSO File  
Supply Chrono

Document No. 008  
NO CHANGE in Class. ☒  
☐ DECLASSIFIED  
Class. CHANGED TO: TS S C  
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